



Natural Resources Conservation Service
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June 3, 2008

WEST VIRGINIA BULLETIN NO: WV-360- 8-12

SUBJECT: PER – 61st Secretary's Annual Honor Award Program

Purpose: To provide guidance on the submission of nominations for Honor Awards

Expiration Date: This bulletin expires September 30, 2008.

Action Required by June 13, 2008

The Secretary of Agriculture is soliciting nominations from agencies for the 61st Secretary's Annual Honor Awards Ceremony. The ceremony will be held Wednesday, October 22, 2008 in the Jefferson Auditorium.

The Honor Awards for 2008 reflect the goals of the USDA Strategic Plan for fiscal years 2005 – 2010. To review the Plan online refer to <http://www.ocfo.usda.gov/usdasp/usdasp.htm>.

The instructions and Form AD-495 for submitting Honor Award nominations are available online at at: http://www.ocio.usda.gov/forms/ocio_forms.html. Employees at all grade levels and private citizens are eligible for recognition.

Completed nominations with all appropriate signatures should be submitted to the Human Resources Management Division, 1400 Independence Avenue, Room 6206, Washington, DC 20250, Attention: Beverly Leftridge.

Please submit a completed original nomination form and two copies to HRMD. Nominations are due no later than June 13, 2008. There will be no exceptions to the due date.

Please direct any question you may have on this to your Human Resources Office at 304-284-7552.

/s/
KEVIN WICKEY
State Conservationist

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